

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

2430 E Street, N. W.

20 August 1947

STATINTL

Foreign Broadcast Information Service

STATINTL

Dear [REDACTED] STATINTL

It has been brought to my attention that you have been following a practice of mailing copies of correspondence to several individuals in separate envelopes. The Central Records Section objects to this procedure and points out that it is an inefficient use of funds allocated for airmail.

This seems a very trivial point to you, I know, as it does to me, but we are placed in the position of not being able to condone such a practice if it is objected to by the Central Records Section.

I am sure that you are not aware of the procedure here in Washington since FBIS became a part of CIG. Every letter, regardless of whom it is addressed to within CIG, is opened, read and catalogued in the Central Records Section prior to its being forwarded to the addressee. This, of course, is how this matter came to the attention of the Central Records Section.

We certainly have no objection to your supplying all interested parties complete information on your activities, and you are to be complimented for your sincere efforts in this respect. However, in the future, in order to avoid criticism for this practice, please forward all your copies to this office and mark them for the attention of those people you want to receive them. We will insure here that they are properly distributed.

Sincerely,

STATINTL

[REDACTED]  
Acting Chief, FBIS

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